

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814



Employee Name	Genest, Michael
Expense Dates	07/01/09-07/30/09
Total Expense Amount	448.18
Amount Due Employee	448.18
Form ID	TEA000479105

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/01	Lodging	204.18	
2)	07/01	Taxi Fare	16.00	
3)	07/02	Taxi Fare	80.00	
4)	07/03	Parking, Auto	14.00	
5)	07/29	Lodging	84.00	


DEPARTMENT OF FINANCE
BUSINESS SERVICES
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2. Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.
/s/ Fred W Klass

Approved
by:


Fred W Klass

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 07/01/09-07/30/09
Report Name July 2009

Request Total \$ 448.18
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 448.18

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Fresno	124.00
Regular Travel	San Fran	18.00
Regular Travel	LA-Fresno	306.18

NOTE: (d)=Direct Charge

DATE	Wed Jul 1	Thu Jul 2								TOTAL
Lodging	204.18									204.18
Taxi Fare	16.00	80.00								96.00
Breakfast		6.00								6.00
TOTALS \$	220.18	86.00								306.18

DATE	Fri Jul 3									TOTAL
Parking, Auto	14.00									14.00
Bridge Tolls	4.00									4.00
TOTALS \$	18.00									18.00

Travel & Expense Account Summary

DATE	Wed Jul 29	Thu Jul 30								TOTAL
Lodging	84.00									84.00
Dinner	18.00									18.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	102.00	22.00								124.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	LA-Fresno	07/01/09	Lodging	204.18	Cash
Regular Travel	LA-Fresno	07/01/09	Taxi Fare	16.00	Cash
Regular Travel	LA-Fresno	07/02/09	Taxi Fare	80.00	Cash
Regular Travel	LA-Fresno	07/02/09	Breakfast	6.00	Cash
Regular Travel	San Fran	07/03/09	Parking, Auto	14.00	Cash
Regular Travel	San Fran	07/03/09	Bridge Tolls	4.00	Cash
Regular Travel	Fresno	07/29/09	Lodging	84.00	Cash
Regular Travel	Fresno	07/29/09	Dinner	18.00	Cash
Regular Travel	Fresno	07/30/09	Breakfast	6.00	Cash
Regular Travel	Fresno	07/30/09	Lunch	10.00	Cash
Regular Travel	Fresno	07/30/09	Incidentals	6.00	Cash